



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 7/20/2018

Manager

JobID: 4996

Position Type:

Professional Support Services

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Date Posted:

7/20/2018

Location:

KRESA/Y.O.U. Calhoun County

Closing Date:

08/10/2018

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Full-time

Hours:

M-F 8:00-5:00

Responsibilities:

Completes and monitors weekly program statistics to ensure contractual compliance. Troubleshoots delivery of services to ensure daily programming operates smoothly. Completes necessary reports and submits within required timeframes. Works with staff to develop and prioritize tasks in order to meet the needs of the populations served. Coordinates services between Branch, Calhoun, Kalamazoo and St. Joseph counties to ensure services are consistent. Performs all Career Specialist functions when needed. Participates in professional development activities to keep abreast of current program policies, youth employment laws and workforce information. Attends community meetings and serves as a public representative of Kalamazoo RESA/Youth Opportunities Unlimited (Y.O.U.). Other duties as assigned.

Qualifications:

Bachelor's degree. Must have a valid driver's license. Thorough knowledge of community resources and agencies. Ability to maintain confidential information and records. Must be able to review, understand and implement all federal, state and local applicable requirements identified in federal and non-federal contracts administered by Y.O.U. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Five years related professional experience in workforce development programs. Case management experience in federal workforce development programs. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents- Tom Zahrt, Mindy Miller & Dr. Jennifer Sell. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

FMLA regulations require all employers to post the updated FMLA notice.

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